

# Multifamily Tenant Characteristics System (MTCS)



## **Appendix B – MTCS Report Descriptions September 1999**

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## 1. Summary

Since MTCS provides many types of reports, this guide gives a synopsis of the reports.

This guide helps users to:

- Understand the different types of MTCS reports
- Identify reports that meet their needs through report descriptions and a quick reference chart

## 2. MTCS Reports

MTCS provides several different types of reports:

**Summary reports** display aggregates of family demographic and income information. These reports provide data that help users respond to frequently asked questions about HUD programs and identify high and low performing PHAs. All summary reports apply to Public Housing, Indian Housing and Section 8 programs.

**Section 8 summary reports** only apply to Section 8 certificates and vouchers.

**Detailed reports** display individual tenant data that target specific issues for analysis. These reports are most useful at the PHA or project level.

**Section 8 Deconcentration reports** are only available for certificates and vouchers. These reports provide HUD staff with information about the number of current and new families who move into each area and statistics on the poverty levels of each area.

**Ad Hoc Selection** allows you to create your own customized reports through the selection of Form HUD-50058 fields.

\* For information about *Transmission Information* reports, please go to:

**<http://www.hud.gov/pih/systems/mtcs/document.html>**

## 2.1 List of Reports

### Summary Reports (All):

- Resident Characteristics
- Key Management Indicators
- New Admissions
- Families Ending Participation
- Over-and Under-housed
- Program Type
- Citizenship
- Income
- FSS Enrollments
- FSS Enrollee Progress
- FSS Delinquencies
- FSS Exits

### Summary Reports (Section 8):

- Rent and Rent Burden
- Budget Related Averages
- Special Housing Types
- Mobility and Portability

### Detailed Reports:

- Housing Agency Delinquency
- Eligibility and Admissions
- List of New Admissions
- Unit Assignments Discrepancy
- Late Reexamination Discrepancy
- Late HQS Inspection Discrepancy
- Tenant Rent Calculation Discrepancy

### Section 8 Deconcentration Analysis:

1. Housing Agency
2. Tract within a Housing Agency
3. Tract

\* For information about *Transmission Information* reports, please go to:

<http://www.hud.gov/pih/systems/mtcs/document.html>

## 2.2 Report Descriptions

Are you unsure which report best serves your reporting needs? These descriptions give you an overview of each report.

### 2.2.1 Summary Reports (All)

#### **Resident Characteristics:**

Provides aggregate demographic and income information that facilitates an analysis of PHA operations. This report gives information on the residents that each PHA serves and the level of service that the PHA provides

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

#### **Key Management Indicators:**

Summarizes information on the volume of PHA activity, identifies possible discrepancies, and includes descriptive data related to PHA policies. This report helps identify strengths and weaknesses of a PHA or project

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

#### **New Admissions:**

Provides demographic and income information for households admitted in the last 12 months and includes information on average wait time by race, ethnicity, and household type

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

#### **Families Ending Participation:**

Gives demographic and income information for families who ended participation in the last 12 months. This report gives information about tenants who leave assisted housing

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

#### **Over-and Under-housed:**

Summarizes the characteristics of all households who are over- or under-housed by family type, race, and ethnicity

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**Program Type:**

Shows the total number of assisted units, total number of occupied units, and total number of families for each HUD program type for the selected level of detail. This report provides a comparison of available or occupied units to reported units for each program type in a single report

**Programs:** Not applicable

**Citizenship:**

Summarizes information about the citizenship of families who reside in Public Housing, Indian Housing, or receive Section 8 assistance. The *Citizenship* report provides distributions for all families, new admissions, and end of participation

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**Income:**

Summarizes information about the income of families who reside in Public Housing, Indian Housing, or receive Section 8 assistance. The Income Report provides income distributions for all families, new admissions, and end of participations

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**FSS Enrollments:**

Summarizes information about the families who enroll in the Family Self-sufficiency (FSS) program. This report shows the total number of FSS enrollments, average family income of FSS enrollments, and the source of assistance these families need to gain independence from rental subsidy programs

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**FSS Enrollee Progress:**

Summarizes the progress of families enrolled in the FSS program. This report identifies contract expirations and the number of families who receive extensions as well as escrow account balance and disbursement information

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**FSS Delinquencies:**

Shows the extent to which the PHA meets its obligation to enroll and report on families enrolled in the FSS program. This report provides data to monitor the performance of PHAs who implement the FSS program

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**FSS Exits:**

Summarizes information about the families who leave the FSS program. This report tracks statistics about families who successfully complete the program

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

## 2.2.2 Summary Reports (Section 8)

### **Rent and Rent Burden:**

Summarizes information about tenant rents relative to the Fair Market Rent (FMR) and each family's rent payment in relation to their income. This report provides insight into how the PHA administers its programs and the effect of program policies on participants

**Programs:** Section 8 Certificates, Section 8 Vouchers

### **Budget Related Averages:**

Displays averages for gross rents, total tenant payments, and assisted payments by unit size. This report assists PHAs in rent reasonableness determinations and annual budget determinations

**Programs:** Section 8 Certificates, Section 8 Vouchers

### **Special Housing Types:**

Summarizes the percentage of families who receive Section 8 assistance according to the housing types in which they reside

**Programs:** Section 8 Certificates, Section 8 Vouchers

### **Mobility and Portability:**

Profiles families who receive Section 8 assistance that moved within the PHA's jurisdiction (mobility) or to a unit in another PHA's jurisdiction (portability)

**Programs:** Section 8 Certificates, Section 8 Vouchers

### 2.2.3 Detailed Reports

**Housing Agency Delinquency:**

Provides PHA reporting rates for Form HUD-50058 submissions. This report allows a comparison of available and occupied units and the total number of unreported households

**Programs:** Not applicable

**Eligibility and Admissions:**

Provides a list of families identified as over income or inappropriately housed at admission. This report provides the name, social security number, and project number for each family identified

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**List of New Admissions:**

Provides a list of all new admissions for the last twelve months. The New Admissions Report lists the name of the head of household, social security number, date of admission, unit size, and head of household's race and ethnicity

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**Unit Assignments Discrepancy:**

Provides a list of households who are over or under-housed. MTCS compares the number of members to the number of bedrooms in the unit without analyzing the relationship of household members

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**Late Reexamination Discrepancy:**

Provides a list of families for which the PHA did not submit a reexamination in the last 15 months. This report also provides the projected date of next reexamination

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

**Late HQS Inspection Discrepancy:**

Provides a list of families for which the PHA did not submit a Housing Quality Standards (HQS) inspection in the last 15 months or within the projected next reexamination date

**Programs:** Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation



**Tenant Rent Calculation Discrepancy:**

Provides a list of families, the PHA reported rent, MTCS calculated rent, and the amount of over- or under-charge. MTCS reports all calculated rents that differ from reported rents by more than \$10 as a discrepancy

**Programs:** Public Housing, Indian Mutual Help, Indian Rental, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation

#### 2.2.4 Section 8 Deconcentration Analysis Reports

**Housing Agency:**

Provides data for all Census tracts within a PHA. The information only includes the tract data that lies within the PHA. This report contains full and partial Census tracts in its calculations.

**Programs:** Section 8 Certificates and Section 8 Vouchers

**Tract within a Housing Agency:**

Provides data for a specific Census tract within a PHA. This report contains full and partial Census tracts in its calculations

**Programs:** Section 8 Certificates and Section 8 Vouchers

**Tract:**

Provides data for a single Census tract. This report is not available to PHAs.

**Programs:** Section 8 Certificates and Section 8 Vouchers